

Exhibit 1
School Board Agenda Item
August 19, 2020
Executive Summary

Title:	Proposed Revised Job Description for the Chief Fire Official Position
Background:	This item is being recommended for School Board adoption to meet requirements for revised job description.
Position Title:	Chief Fire Official
Division/Department:	Safety, Security & Emergency Preparedness
Salary Band / Pay Grade:	D
Range:	\$84,651 - \$159,087
Salary Schedule:	ESMAB
Recommended Policy Status:	Chart Job Description – Final Reading
Rationale:	<p>The job description for Chief Fire Official is being revised to better align the qualifications and primary responsibilities of the position based upon on the scope of work. This position is responsible for establishing, promoting and maintaining safe conditions for all students and employees, by recommending and establishing measures to reduce or eliminate employee and student accidents, fire incidents, and hazards, in compliance with all local, state and federal requirements for fire prevention.</p> <p>The revisions include edits to reporting structure in the organization, and updates to existing performance responsibilities, minimum education and experience requirements, to improve the attraction of qualified job applicants.</p>
Pay Grade / Pay Band Changes:	An evaluation of the revised job description does not result in a salary band change.
Cost / Financial Impact:	The revision of this job description represents no additional financial impact. The source of funding for all positions associated with this item has been encumbered as part of the department's budget.
Union Notification:	As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet & Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for ESMAB, Educational Support & Management Association of Broward, Inc., was provided a copy of the job description via e-mail on July 9, 2020. Additional feedback was not received prior to submission of this document for approval.